

## Questions and Answers

*These questions were submitted during the period 09/20/04-09/27/04*

- 1) Question: Can grant funds be utilized to purchase services?

Answer: Yes. See page 15 of the Information Document for Application Guidance and Requirements, # 2, Use of Funds, which states, "Sub-grant funds awarded through this RFA will only be used to cover costs appropriate to the program design, primarily services."

- 2) Question: Please provide clarification for Method of Provision.

Answer: Method of Provision refers to the manner in which project goals are accomplished. For instance, are services provided directly or purchased from other organizations, either individually or as a package? An application may include more than one method.

- 3) Question: What does it mean by "Identify method of purchase?"

Answer: This refers to the type of purchase used to acquire the services you will offer. Any number of ways could be used including a performance contract or a client-specific purchase order.

- 4) Question: Is a local department of social services required to complete and submit the Application for Federal Assistance Form referenced in the Request of Application?

Answer: Yes. All applicants are required to sign. As stated on the form, some of the clauses will apply and some will not. Only those applicable will be enforced.

- 5) Question: If a Workforce Investment Board has signed agreements with partners under the One-Stop System, do they have to get partners signatures for this application?

Answer: Yes. We need to know that partners are committed to this specific project.

- 6) Question: The template states that additional organizations will not count against page limits. Does this mean that organizations # 2 and onward will not count or organizations # 3 and onward?

Answer: Beginning with #3, descriptions will not count towards the 15 pages allowed for the Narrative.

- 7) Question: Is double spacing required?

Answer: Double spacing is not required, but can be used. If it is used, the maximum number of pages will increase from 15 to 30.

- 8) **Question:** Does the Outcomes for job and wage advancement refer to progress over the life of the grant?

Answer: It can; however, if you have carry-over participants from existing project(s), progress should be noted within a shorter period of time. “Life of the Grant” would refer to 18 months and does not include any renewal that might be given.

## Questions & Answers

*Includes Short Pump Pre-application meeting on 8/30/2004 and E-MAILS from the period 08/28/04-09/16/04*

- 1) **Question:** Can you give an example of promoting the Americans with Disabilities Act (ADA)?

**Answer:** Services need to be in place that enhance the screening process, so that hidden disabilities can be discovered and accommodations provided. We are encouraging a wide array of assessment tools to assist customers. Refer to Appendix D, page 39 of the RFA.

- 2) **Question:** What do you mean by expanded services?

**Answer:** This includes activities such as work adjustment, identification of mental health and substance abuse issues and accommodations, to name a few.

- 3) **Question:** If an agency is currently receiving TANF funds, can they apply for funding under this RFA?

**Answer:** Yes, this is acceptable.

- 4) **Question:** If a state entity receives an award from this RFA, will they share the local department of social services’ (LDSS) reporting system?

**Answer:** No, the LDSS will submit the data. Specific instructions are being developed.

- 5) **Question:** Can a vendor or services be added, or revisions to the budget made, once the grant has been awarded?

**Answer:** Yes, you will need to modify your contract in writing to the Virginia Department of Social Services.

- 6) **Question:** Can the funding be used to assist a customer in obtaining SSI (Supplemental Security Income) and/or SSDI (Social Security Disability Income)?

**Answer:** Yes, these are allowable charges.

- 7) **Question:** Can the application include Earned Income Tax Credits under “other” in the Expected Outcomes category?

**Answer:** Yes, this is acceptable.

- 8) **Question:** What information needs to be included in the reporting system, and how will we be able to differentiate the customers served by this grant versus those already in the system?

**Answer:** We are exploring the current reporting system (ESPAS) and how we can distinguish between the different categories.

- 9) **Question:** What references are expected from applicants?

**Answer:** This can include examples of proven successes such as testimonials from other agencies. See page 23 in the Grant Proposal Template.

- 10) **Question:** In the RFA on page 59 (appendix G, # 6), a reference is given to an income limit of 200% of the poverty limit. Can you provide more details?

**Answer:** Appendix G provides information on the general use of TANF funds. While “needy” has been defined as having income below 200% of the federal poverty level, for the purposes of this grant, the use of grant funds are restricted further. Persons receiving services must be recipients of TANF cash assistance, individuals receiving diversionary assistance under the TANF program, or those TANF clients whose cash assistance has ended (for up to 24 months.) For further details, refer to page 7 in the RFA guidance document, under II. B. (TANF Populations Eligible to Receive Services).

- 11) **Question:** Are indirect costs an allowable charge for the RFA?

**Answer:** Indirect costs are now allowable, but the need must be justified in your application narrative and will be considered on an individual basis.

- 12) **Question:** Will the grant allow for advances for start up funds?

**Answer:** No, there will not be advances under this grant; therefore, agencies will need to have 60 days of start up funding available.

- 13) **Question:** What procedure is required for submission of an application?

**Answer:** Submit three original copies in three yellow two-pocket folders. Please put a diskette or CD in one of the folders. A copy in a green 2-pocket folder, with clips, but no staples, as well as an electronic copy is required. The application narrative is limited to 15 pages, single spaced; however, the document may be submitted in double space format not to exceed 30 pages.

- 14) **Question:** If a waiver is requested for client incentives, how can one determine what will occur with other public assistance programs such as Food Stamps?

**Answer:** Generally, cash assistance is counted as income for Food Stamps. In-kind benefits or incentives in the form of gift certificates would not be counted. If you have further questions on incentives, call Mark Golden at (804) 726-7385 to determine whether the incentives would be countable in another program.

- 15) **Question:** How do local agencies receive support from the state Department of Social Services in regards to requesting a TANF Policy Waiver?

**Answer:** An entity will have to justify the need for a waiver in the application narrative and, if it is deemed appropriate, the state will approve the waiver.

- 16) **Question:** When will the required forms be provided for reporting purposes for the grant?

**Answer:** Once all the awards are official, all necessary forms will be distributed at a training session.

- 17) **Question:** Can you clarify a lead agency versus a fiscal agency?

**Answer:** The lead agency is the applicant, and the fiscal agency handles reimbursement and invoices, etc. It is possible to have an entity operating in both roles.

- 18) **Question:** Can a granted waiver be removed if the waiver is not accomplishing its goal?

**Answer:** Yes, the grantee would need to submit a written modification.

- 19) **Question:** How can an entity get signatures from all of the local departments of social services for a statewide initiative?

**Answer:** The state office can sign on behalf of the locals. If there is an existing partnership with the locals, that should be described in the application.

- 20) **Question:** What budget line will be used for the project?

**Answer:** A new budget line is being developed.

- 21) **Question:** Can a waiver be requested for Individual Development Accounts (IDA)?

**Answer:** Yes.

- 22) **Question:** Is credit given for placing someone in CWEP?

**Answer:** CWEP is a countable work activity, but is not the final desired outcome of paid employment.

- 23) **Question:** Can individuals who are sanctioned, exempt or receiving diversionary assistance be entered into the existing department of social services reporting system?

**Answer:** We will develop a new mechanism to capture information on these types of cases.

## QUESTIONS AND ANSWERS

*These questions were submitted during the period 8/13/04-08/27/04*

- 1) **Question:** Will those participating in the evaluation process be barred from being an applicant for the funds or barred from receiving grant funds from a funded project?

**Answer:** No, applicants will not be barred from serving in the evaluation process. The Department is going to use a two-tiered process that will permit applicants to participate but not have a conflict of interest. Applicants will not evaluate their own proposals. The first tier will be organized by geographic area, with evaluators from local social service agencies and other organizations coming from outside that location. For instance, social service departments from Tidewater and/or Northern Virginia might serve as evaluators for the proposals coming from the western area of the state.

- 2) **Question:** Is there a specified match fund amount required? Also, in satisfying the match requirement, do you accept cash and in-kind contributions or just cash?

**Answer:** We are interested in the long-term provision of services outlined in the RFA. Match is encouraged because it will help with the sustainability of a project. There is no specified amount of match required; however, it must be a minimum of 25% of the amount requested, in order to receive additional points. Match is optional, but highly encouraged. The match to be identified is cash, but in-kind contributions could be identified in a proposal narrative, but not shown on the budget forms. See page 16 of the RFA for the types of funds to be counted. Cash match will be given weight in the evaluation process under item 5 and bonus points; see pages 20 and 21 of the RFA.

- 3) **Question:** Can we pay a third party, such as vocational school, or community college/Work Keys, to conduct vocational assessments and evaluations?

**Answer:** Yes, a third party may be hired to conduct vocational assessments and evaluations as long as that party uses certified vocational instructors or licensed vocational evaluators to provide those services.

- 4) **Question:** Can we use the grant funds to pay for costs associated with training agency staff to become certified vocational evaluators so that they may become licensed vocational evaluators and provide client vocational assessments and evaluations?

**Answer:** Yes, in general, TANF allows these costs. Applicants who plan to incur such costs must clearly explain how such expense is justified. A narrative statement must be provided that compares the planned costs associated with training agency staff for licenses and certificates for vocational assessments and evaluations versus the costs of purchasing like services from an already fully qualified third party.

- 5) **Question:** As part of supportive services, is it allowable to pay for i) client's driver's license, ii) tags/titling of car, iii) car insurance to get their transportation up and going?

**Answer:** Yes, but as with all other costs associated with this initiative, it will be best if you can identify other sources to pay for as many services as possible. As these are allowable VIEW expenses, you must justify why these cannot be paid out of the VIEW allocation.

- 6) **Question:** Can we pay for things such as i) limited/crisis rent, ii) utilities, iii) phone services, iv) parenting education classes-offered by local Hospital for \$50.00 for a six week class, v) emergency medical doctor visits if someone is without health insurance and needs to go to the doctor quickly such as with flu/bronchitis and after we have exhausted all other options?

**Answer:** Yes, with certain restrictions, these services are covered under VIEW. All of the referenced costs must appear as line items in the application budget. Costs for medical expenses must be paid using Maintenance of Effort (MOE) funds (See Attachment G. of the RFA). TANF funds are to be used sparingly and only as a last result for medical expenses. As these are allowable VIEW expenses, you must justify why these cannot be paid out of the VIEW allocation.

- 7) **Question:** Are the costs allowable for fines for court cost to get a TANF customer's driver's license re-instated, within reason, such as under \$100.00, if outlined in grant? This is a limitation for some. The cost of taxi service for job-retention can be very costly, and it could outweigh the cost of paying a small fine and getting a customer's license re-instated and car on the road. Plus, it would provide a long term resolution for transportation, if we could do this.

**Answer:** No. In general, expenses for fines are not an allowable use of the grant. The costs for fines and penalties resulting from violations of, or failure to comply with Federal, State, and local laws and regulations must be obtained from other sources.

- 8) **Question:** Can this grant pay for program customers' dentures costs ranging from \$200.00-\$300.00 to help them gain employment and become healthy individuals?

**Answer:** Local DSS agencies typically pay for dental expenses out of their VIEW allocations. While dental care is an allowable expense, the same rules apply here as above in #6. As *federal* TANF money cannot be used for dental/health expenses, Maintenance of Effort (MOE) funds will be used to pay such costs (See Attachment G. of the RFA). Applicants planning to provide dental services must reflect the planned amount as a line item on the application budget and on invoices. This will insure MOE funds and not *federal* TANF funds are used for payment. MOE funds are to be used sparingly and only as a last result for these expenses. In some communities health departments assist with free to low cost dental care, and *Attachment A* of this document provides further information on free and/or low cost dental care available across Virginia.

- 9) **Question:** In the RFA at Appendix D, Definitions for Services, 20. "Supportive Services," the following language appears: ". . . Other areas for supportive assistance may include . . . services for children." Please give examples of what services to children may include.

**Answer:** These would be services to children that would allow a parent to work and become self-sufficient. *Other support services* for children may include, but not necessarily be limited to, the following: assisting children to obtain education in accordance with their abilities, assistance to families in improving living conditions, assistance in reuniting families, mentoring children and assisting parents in child rearing. See Question #12 below for information on "child care."

- 10) **Question:** Can job coaching only be provided by DRS, CARF certified persons?

**Answer:** Job coaching is to be provided by DRS-approved providers who maintain CARF certification.

- 11) **Question:** Under intervention and/or treatment, can we contract with the local colleges' Psychology Departments for assessments and evaluations of learning disabilities, mental health issues and so forth?

**Answer:** Yes.

- 12) **Question:** Can child care be paid for by this grant?

**Answer:** The *Request for Applications* at F. Services Requested on page 11, states that child care service is not allowable, "except where it supports another primary intervention strategy." Intervention strategies are those activities that allow parents to work and become self-sufficient. Primary intervention strategies may include, but are not necessarily limited to, the following: intensive job readiness counseling, work adjustment training, job skills training, GED and basic education training and on-the-job training. It is expected that the usual sources of child care funding should be used before using funds from this grant.

- 13) **Question:** What is the maximum grant amount that can be requested by an agency?

**Answer:** There is not a specified maximum, but please be reasonable with your requests. As noted in the RFA, requests should not duplicate or supplant current efforts for the VIEW population that are funded by VIEW allocations or other on-going funding sources.

**14) Question:** Explain how the cash match works.

**Answer:** You will receive up to 5 additional points, if your application includes a minimum of 25% cash match from different funding sources (excluding any VDSS funds) in the proposed services for TANF participants.

Example: Your total budget cash cost for the project is for \$100,000. You plan to provide \$25,000 from local funds of the total \$100,000, and you are requesting only \$75,000 from TANF funds. In this case you are planning to provide 25% of the cash needed for the project budget, and TANF will fund 75% of the cash needed. Here, you will automatically receive 5 bonus points added to your final evaluation score. For further information, please see page 20 and 21 in the RFA Guidance Document.

**15) Question:** What data collection procedures need to occur between the grant recipient and the local departments of social services?

**Answer:** We are discussing the process and will communicate this information to all grantees once the awards are official. At a minimum, the grantee must be able to measure and report program outcomes related to enrollments, customers trained, entered employment and periods of employment retention. Also data concerning program funds received and expended will be collected. Most data related to program performance and expenditures will be collected on a quarterly basis.

**16) Question:** If an organization is a partner in an application and the same organization submits an application is there a penalty?

**Answer:** It is allowable to be part of multiple proposals, but only the applicant in one proposal. See page 3 of the Guidance Document.

**17) Question:** What is the number of awards to be made for the RFA?

**Answer:** It depends on the number of proposals with high scores, the dollar amounts requested and awarded, and the geographic coverage exhibited. As the RFA states, \$11.5 million has been reserved for awards.

**18) Question:** Is a statewide grant a priority?

**Answer:** Statewide is recommended wherever it is feasible. The priority of geographic coverage is shown on page 8 of the RFA.

**19) Question:** Is there a requirement to work with the local departments of social services?

**Answer:** Yes, the local departments of social services are a necessary partner, in order to share data and get referrals. See page 14 and 15 in the guidance document.



**20) Question:** Who makes the decisions about the TANF Policy Waiver process?

**Answer:** The Department has the authority to approve the waiver; however, the waiver request must be accompanied by a justification with documented support of the local departments of social services that are affected by the waiver request. See page 8 of the Guidance Document and page 28 of the Appendices.

**21) Question:** What is the administrative cap for the grant?

**Answer:** Funds must go to direct services. Allowable administrative costs should relate to implementing the program and could include telephone, travel and cost for supplies, for example. See page 15 and 16 in the Guidance Document.

**22) Question:** Explain what occurs if monitoring is done as a desk review.

**Answer:** The procedure is similar to on site monitoring where financial and program data are reviewed.

**23) Question:** Can the RFA funds be used for the FastForward program?

**Answer:** Funds from the grant can only be used for start up money for FastForward. The Department would like to see the initiative continue after this funding has ended.

**24) Question:** Will the projects be performance based?

**Answer:** Yes, if the outcomes are weak the funds may be adjusted or the project terminated at the nine month point or at the point for a renewal consideration after the 18 month period is over. See page 24 of the Guidance Document.

**25) Question:** Can the budget document be done in an excel spread sheet?

**Answer:** Yes, this is acceptable as long as all the submission requirements of the RFA are met.

**26) Question:** Does the RFA allow funding for Workman's Compensation for Community Work Experience Program (CWEP)?

**Answer:** No. Workers Compensation coverage is not provided by the Department of Social Services. To participate in CWEP, the client must have medical coverage. If the participant is not eligible for Medicaid, then he or she must not be placed in CWEP unless the work site agrees to provide Worker's Compensation coverage.

**27) Question:** Can the entire TANF population apply for a waiver?

**Answer:** Yes. An applicant can seek a waiver for the entire population, but the applicant must explain and justify why the waiver should apply to a larger population and also specify benefits of having the waiver.

**28) Question:** Is it essential for an agency to be incorporated to apply for funds?

**Answer:** Yes, this is a requirement.

**29) Question:** Does the grant include funds for client incentives?

**Answer:** Yes, client incentives such as gift certificates, calendars, and so forth are allowable.

# **Attachment A**

## **Dental Care Provided by The Virginia Department Of Health**

For further information on dental care and the local sites of service provided by the Virginia Department of Health , please visit the following Internet site:

[http://www.vahealth.org/teeth/program\\_location.asp#list.](http://www.vahealth.org/teeth/program_location.asp#list)

## **Free Dental Clinics In Virginia**

A Free Clinic is a private, nonprofit, community-based or faith-based organization that provides health care at little or no charge to low-income, uninsured and underinsured persons through the use of volunteer health care professionals and partnerships with other health providers. Virginia has 49 Free Clinics with a total of 57 clinic sites. Only North Carolina has more Free Clinics than Virginia. There are approximately 800 Free Clinics nationwide. The first Free Clinics in America were organized in California in 1967. The first Free Clinic in Virginia was the Fan Free Clinic in Richmond, which was established in 1970. Bradley Free Clinic in Roanoke, organized in 1974, was recognized by President Bush as one of the “1,000 Points of Light,” and is home to the National Free Clinic Foundation of America. The National Association of Free Clinics was founded in 2001 in Arlington, and its current Board President is James G. Beckner, Executive Director of the Fan Free Clinic. The following are common characteristics of Free Clinics:

### **COMMUNITY-BASED**

No two Free Clinics are alike. They are custom-designed by communities to meet identified health care needs using the community’s unique health care assets and resources. Free Clinics are governed by volunteer Boards of Directors representing a broad cross-section of the community.

### **PRIVATE, NONPROFIT**

Free Clinics are private, nonprofit organizations supported primarily by cash and in-kind contributions from the private sector.

### **VOLUNTEER-DRIVEN**

Volunteerism is a central feature of Free Clinics. Free Clinic services are provided primarily or exclusively by volunteer health care professionals serving in the clinic’s own facility and/or in their own private practice setting. Lay volunteers also perform a variety of administrative and clerical tasks thus keeping overhead costs low.

### **TARGET LOW-INCOME, UNINSURED AND UNDERINSURED ADULTS**

In Virginia, our restrictive Medicaid program means that many low-income working people lack access to affordable healthcare service. While eligibility criteria vary from one to the next, Free Clinics conduct rigorous eligibility screening to ensure that the patients they serve are truly in need.

### **LITTLE OR NO CHARGES**

Free Clinics believe that inability to pay should not prevent people from receiving health care. To this end, Free Clinics provide services at little or no charge.

### **COMPASSIONATE CARE**

Free Clinics place strong emphasis on providing non-judgmental, compassionate care, respecting the dignity and self-worth of every patient.

### **NAMES, LOCATIONS AND CONTACT ADDRESSES**

#### **ALLEGHANY HIGHLANDS FREE CLINIC**

<http://www.cfw.com/~ahfcfree>

Luanne Osborne, Executive Director

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Low Moor, VA 24457

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FAX: (540) 862-6675

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#### **AMERICAN RED CROSS ADULT DENTAL CLINIC**

Shirley Bisciglia, Director of Volunteer Resources

611 West Brambleton Avenue

Norfolk, VA 23510

PHONE: (757) 446-7756

FAX: (757) 623-5747

E-MAIL: [bisciglias@seva-redcross.org](mailto:bisciglias@seva-redcross.org)

#### **ARLINGTON FREE CLINIC**

<http://www.arlingtonfreeclinic.org/>

Nancy Sanger Pallesen, Executive Director

2926 Columbia Pike

Arlington, VA 22204

PHONE: (703) 979-1425

FAX: (703) 979-1436

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#### **AUGUSTA REGIONAL FREE CLINIC**

Scott Litten, Executive Director

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#### **BAPTIST MEDICAL CLINIC OF GALAX**

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BEACH HEALTH CLINIC  
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BEDFORD CHRISTIAN FREE CLINIC  
<http://www.freeclinic.net/bedfordchristian>  
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BRADLEY FREE CLINIC  
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CHARLOTTESVILLE FREE CLINIC  
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CHESAPEAKE CARE  
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FAMILY LIFE SERVICES FREE MEDICAL CLINIC  
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FAUQUIER FREE CLINIC  
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FREE CLINIC OF CENTRAL VIRGINIA  
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FREE CLINIC OF DANVILLE  
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FREE CLINIC OF FRANKLIN COUNTY  
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FREE CLINIC OF GOOCHLAND  
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FREE CLINIC OF PULASKI COUNTY  
Cindy M. Umberger, Executive Director  
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FAX: (540) 980-2931  
E-MAIL: [pulfreeclinic@psknet.com](mailto:pulfreeclinic@psknet.com)

**FREE CLINIC OF THE NEW RIVER VALLEY**

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**FREE MEDICAL CLINIC OF NORTHERN SHENANDOAH VALLEY**

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For further information, please contact the Virginia Free Clinics at 804-340-3434 or visit the website [www.vafreeclinics.org/cl-mem.html](http://www.vafreeclinics.org/cl-mem.html)

**Additional Sources of Charitable Dental Services in Virginia**

1. Virginia Commonwealth University School of Dentistry Contact  
[http://www.dentistry.vcu.edu/for\\_patients/for\\_patients.html](http://www.dentistry.vcu.edu/for_patients/for_patients.html) or  
[www.dentistry.vcu.edu](http://www.dentistry.vcu.edu)
2. Virginia Dental Association Donated Dental Services Program [www.vadental.org](http://www.vadental.org)  
Charitable Dental Care Available! VDA features two access-to-care programs designed to reach out to communities and individuals who are unable to gain proper dental care.  
Follow the links to [Donated Dental Services](#) and [Mission of Mercy](#) for more information.
3. Virginia Primary Care Association [www.vpca.com](http://www.vpca.com) Virginia's Community and Migrant Health Centers are located in medically underserved areas and provide universal access to all residents. VPCA offers health professional student experiences in Virginia's medically underserved areas through the [SCEPTER](#) program. VPCA also recruits [health care practitioners](#) (physicians, nurse practitioners and physician assistants) for its member organizations. For additional information on Community and Migrant Health Centers, or any of the services VPCA provides, please use the links provided here, or feel free to contact us at 804-378-8801.



4. Virginia Dental Hygiene Association [www.rdh-vdha.org](http://www.rdh-vdha.org) The Virginia Dental Hygienists' Association Foundation has been established to receive tax exempt donations for the purpose of performing the charitable, educational, research and scientific activities of the association. For further information you may contact Cathy Berard, RDH - VDHA President at [cberard1@msn.com](mailto:cberard1@msn.com)